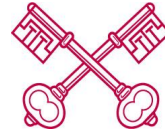




COTHILL
Family • Foundations • Future



RADLEY
SCHOOLS GROUP

Name:

Position applied for:

Date:

Cothill is part of the Radley Schools Group

We are committed to the safeguarding and welfare of the pupils in our care and expect all staff to share the same commitment. Accordingly, all appointments amongst a number of pre-employment vetting processes, will be subject to satisfactory enhanced DBS checks. We are an Equal Opportunities Employer and we do not discriminate unlawfully against or harass any person on the grounds of any protected characteristics.

Please note that all shortlisted applicants will be subject to an online search as part of the Trust's due diligence and in line with KCSiE guidance. Any questionable content may be referred to during the interview process and may subsequently be asked to be deleted. These checks will only be used to meet the intended purpose of the KCSiE's recommendation in relation to whether an applicant is suitable to work with children and young people.

Personal Details

Surname		Title		
Forename/s		(Maiden name)		
Date of Birth		NI number		
Nationality		Passport Number: Issue date and validity:		
Full Address Including Postal Code				
Telephone	Home	Mobile	Work	
E-mail			Do you have QTS? YES / NO Please ✓ as appropriate	
Teacher reference (TRN) number if applicable				
Do you need a work permit to work in the UK? (please note that we cannot proceed if yes) NO				
Do you need a visa to enter the UK and work here? (please note that we cannot proceed if yes) NO				

Please indicate if you know any existing employees or governors at the school, and, if so, how you know them:

Current (or Most Recent) Employment Information (Attach extra sheets if necessary)

Current Salary		Required period of notice	
Position held		Employer	
Summary of duties			
Reason for leaving			

Formal Education and Qualifications

Name and location of School/College/University	Dates of attendance	Study/Qualification(s) gained e.g. Degree, NVQ, A Levels, GCSE	
Please list most recent first	From	To	Please list the grades next to each qualification

Employment History

Starting with your current situation, please supply a full history in chronological order (with start and end dates) of all **training/further education, employment, self-employment and volunteering since leaving secondary education**. Please provide, where indicated below, explanations for any gaps and in each case any reasons for leaving. (Please continue on a separate sheet if necessary).

Name of Employer and location (please list most recent first)	Dates of Employment		Position held and brief summary of duties	Reason for leaving
	From	To		

Supporting Statement

Please set out how your expertise and experience match the requirements of the post and what attracted you to this position at Cothill. Please include anything other skills that you deem relevant to the application. You may continue on a separate page if necessary.

Hobbies or Other Interests

Please include any hobbies or other interests that you may have. These may be related to your professional or recreational life.

Criminal Offences

Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records check detailed below.

Please indicate if you have lived abroad for 3 months or more in the last 10 years? Yes / No

If yes, we will require a police check from that country. You will need to arrange for this in advance of a start date if applicable.

Referees

Please give details of at least TWO referees, one of which should be your present or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

References will normally be sought prior to interview and appointment.

NB: References from relatives or referees writing solely in the capacity of friends are not acceptable.

Please ensure that you obtain consent from your referees before providing us with their contact details.

Name, Address and Postcode	Name, Address and Postcode
A	B
Email address	Email address
Relationship to you	Relationship to you
Telephone:	Telephone:
May we contact the above person now? Yes / No (Please ✓ as appropriate)	May we contact the above person now? Yes / No (Please ✓ as appropriate)

Declaration

I understand that:-

- All appointments are subject to satisfactory references and a satisfactory medical report.
- The post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) England and Wales Order 2013 and therefore that all non-protected convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- As the post for which I am applying will involve access to children, an Enhanced Disclosure will be made through the Disclosure and Barring Service (DBS) to determine whether I have any record of convictions or cautions (including spent convictions).
- The school reserves the right to check on any of the details which I have provided in my application and to secure additional information about me, if job-related. I hereby release from liability the School and its representatives for seeking such information and all other persons or organisations for furnishing such information.

I further declare that: -

- I have not been disqualified from working with children.
- I am not named on the Children's Barred List or the Protection of Children Act List.
- I am not subject to any sanctions imposed by a regulatory body (such as the General Teaching Council).
- I am not subject to any sanctions imposed by a Civil Court.
- I am not currently under investigation for any allegations, and there are no other relevant matters, that may affect my suitability for working in a boarding school environment with young children.

I hereby declare that all the information I have given on this form and in any accompanying documentation is correct to the best of my knowledge and that I have declared all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, I understand that this could constitute grounds for dismissal and referral to the police or other relevant authorities.

***Signed:** _____

Name: _____

Date: _____

*Please note: If the application is submitted electronically, your full name (typed) will act as your signature.

NOTES

The School regrets that it is not able to pay any expenses associated with applications.

Data Protection Act - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to the processing of data contained or referred to on it, including any information which may be sensitive personal data.

PLEASE RETURN THIS FORM, TOGETHER WITH: -

- 1) A letter containing further information to support your application (the letter should set out how your expertise and experience match the requirements of the post and what attracted you to the post); and
- 2) A more traditional Curriculum Vitae (resumé), if you wish,

To the Head of Operations, Ms Claire White, at recruitment@cothill.org.uk or at the school's address, to arrive by the closing date specified in the post details (if any).

Thank you so much for taking the time and trouble to complete this form.